



TIMESHEET/PAYROLL EXEMPTIONS

Employee: _____

Pay Period: _____

	Regular PT/Temp 1-00	Over Time 2-00	Double Time 5-00	Vacation 3-00	Floating Holiday 7-00	Sick 4-00	On Call Level I 6-01	On Call Level II 6-02	Comp 9-02	Volunteer 10-00	Flex	Explanation
Prior Adj												
29												
1 16												
2 17												
3 18												
4 19												
5 20												
6 21												
7 22												
8 23												
9 24												
10 25												
11 26												
12 27												
13 28												
14 29												
15 30												
31												
Total												

I made URS Deduction Changes: \$_____ Loan / 401K / 457 / Other: _____

IRS Withholding Allowance Certificate change request: Single/Married, allowances _____ (Use the IRS W-4 Form to calculate www.irs.gov)

Notes:

Employee Signature

Supervisor Approval

Payroll Entry:

___ Caselle entry, reference Series: _____

___ Excel spreadsheet updated

by:

E#